

**U.S. Department of Energy
Office of Science**



Coach Registration Guide

NSB Registration

Before registering your team, begin by locating your regional information at the following link:

<https://science.osti.gov/wdts/nsb/Regional-Competitions>

Click on **Regional Competitions and Deadlines** and then on **High School Regionals** or **Middle School Regionals** to select your state and view the regional for your school's county.

The NSB registration process is a three (3) step process:

- 1) Create an account and register yourself as a coach
- 2) Submit the school's preregistration
- 3) Submit each team's registration

Creating an Account

Once viewed, select the register link at the top right of the regional information page. The link will lead you to:

<https://apps.orau.gov/nsb-coach/Account/Login>

REGISTRATION SITE LOGIN PAGE

REGISTRATION SITE LOGIN PAGE

NSB
NATIONAL SCIENCE BOWL

U.S. DEPARTMENT OF ENERGY | Office of Science

Enter Coach Account Information

Username

Password

Login

[Create an Account](#)
[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

At this site, you will 1) log in using login information previously created, 2) Click to recover forgotten login information, or 3) generate your coach account (select **'Create an Account'** to begin the process.)

NSB
NATIONAL SCIENCE BOWL

U.S. DEPARTMENT OF **ENERGY** | Office of Science

Enter Coach Account Information

Username

Password

[Login](#)

[Create an Account](#)

[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

You will see the following to begin creating your account. Once complete, select Register*

Create a New Coach Account

Username

Email

Confirm Email

First Name

Last Name

Previous Last Name(s)

Optional (separate multiple names with commas)

Last 4 of SSN

⚠ NOTE: This field is not editable after saving; please be sure to enter your correct last 4 digits of your SSN.

Password

Confirm Password

Password Requirements

- ✔ Password cannot be one of your previous five passwords
- ✘ Contains at least seven non-blank characters
- ✘ Contains at least three of the four following character sets: Lower-case letter, Upper-case letter, Number, Special Character
- ✔ Cannot contain angle brackets ('<' or '>')
- ✔ Password and Password Confirmation fields match

*Be sure to utilize an email address you will have access to for several years. Preferably an address from a general email site like gmail.com or Hotmail.com for example.

Account Recovery/Password Reset

If you forget your password, be sure to select 'Recover Your Login Information' at the login screen.

The screenshot shows the 'Enter Coach Account Information' page. At the top left is the NSB logo (National Science Bowl). At the top right are the U.S. Department of Energy and Office of Science logos. The main content area has a title 'Enter Coach Account Information' followed by two input fields: 'Username' and 'Password'. Below these is a 'Continue' button. A red circle highlights the 'Recover Your Login Information' link, which is positioned below the 'Create an Account' link. At the bottom of the page, there is a section for 'Supported Browsers' listing IE 9+ (Win), Chrome (Win), Firefox (Win), and Safari (Mac), and a link for 'Privacy / Security Notice'.

To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

Once you enter either your email address or mobile phone number, select either: '**I don't know my password**' to reset your password or '**I don't know my username**' to have your username sent to you. Once selected, select '**Continue**'.

Having trouble signing in?

To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

Email Address

OR

Mobile Phone

- I don't know my password.
- I don't know my username.

School Preregistration

After you set up your account, the next step is to PREREGISTER your school. At this time, you only need contact information for you and your co-coach, if you choose to have one, and information about your school (address and principal's name and email).



NSB Coach Dashboard

Beginning {registration open date}, you may preregister your school without having to identify the students who will be on the team. After the preregistration is accepted, you may begin collecting student information for team submission. All information and required forms for Team 1 must be submitted before {first RC review date} in order for the school to keep its "spot" in the competition.

Beginning {first RC review date}, Regional Coordinators will review submissions for Team 1 from your school. You may submit registrations for 2nd and 3rd teams at any time after {registration open date} (depending on the guidelines of your regional events), but Regional Coordinators will not review these submissions until {second RC review date}. The approval status of preregistered schools will be provided within one week of submission.

What You'll Need

- Name and contact information for your co-coach, if you choose to add one.
- Information about the middle school and/or high school for which you would like to preregister (school address and phone number, principal name and email address, etc.)

[Begin Preregistration](#)



Coach Information

Dashboard / Coach Information

PREREGISTRATION

Coach Information

Co-Coach Information

Middle School Information

High School Information

Eligibility Requirements

Submit Preregistration

= Incomplete = Complete

Please provide the following information about yourself:

First Name

Middle Name Optional

Last Name

Preferred First Name for Name Badge



Are you an employee of the school being represented by the team? Yes No

Note: Coaches may be requested to show their school identification cards at the regional or national events.

Email Address

Confirm Email Address

Alternate Email

Optional account recovery email

Confirm Alternate Email

Daytime Phone

(xxx-xxx-xxxx)

Mobile Phone Optional account recovery phone number

(xxx-xxx-xxxx)

City

State

T-shirt Size (adult men's size)

Often, the local media requests to interview coaches prior to the regional events. May we release your name and email address if requested by the media? Yes No

Gender Male Female

Vegetarian Meal Requested Yes No

Are you a U.S. Citizen? Yes No

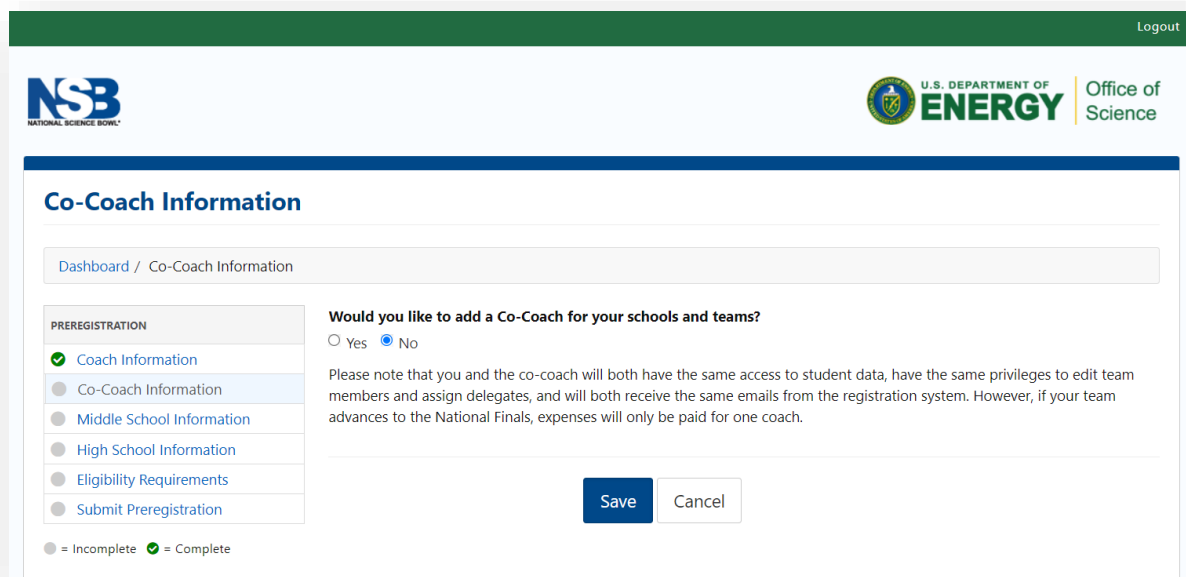


If you are a coach and you select "NO" for not being an employee of the school, the system will generate an email to the school principal for approval to be the coach of the team.

Preregistration – Co-coach

If you choose to have a co-coach, please note that the co-coach will have access to all of the information you place in the registration system. The system will generate an email to your co-coach to set up their account.

Note: If you add a co-coach who is not a school employee AFTER your preregistration is approved, the preregistration will become unapproved and the approval process will start over after the co-coach is approved by the school principal.



Logout

NSB NATIONAL SCIENCE BOWL

U.S. DEPARTMENT OF **ENERGY** Office of Science

Co-Coach Information

Dashboard / Co-Coach Information

PREREGISTRATION

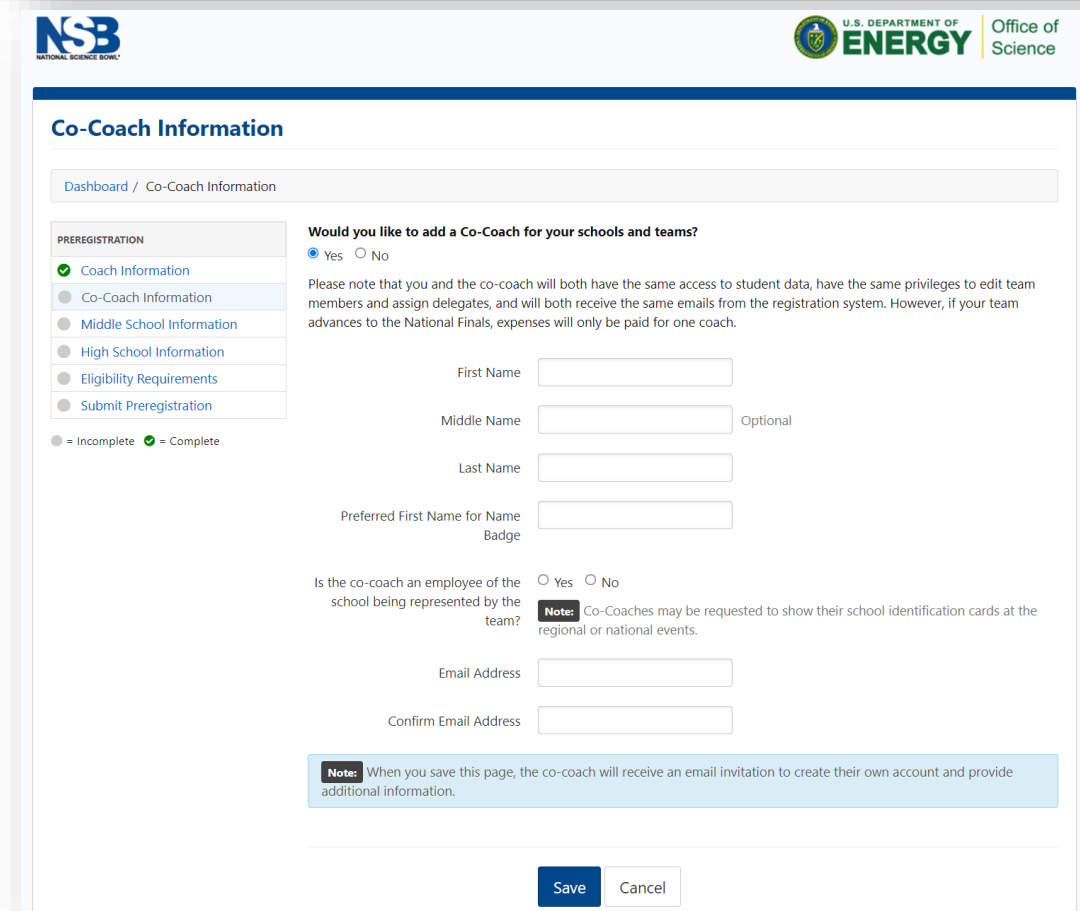
- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

Would you like to add a Co-Coach for your schools and teams?

Yes No

Please note that you and the co-coach will both have the same access to student data, have the same privileges to edit team members and assign delegates, and will both receive the same emails from the registration system. However, if your team advances to the National Finals, expenses will only be paid for one coach.



NSB NATIONAL SCIENCE BOWL

U.S. DEPARTMENT OF **ENERGY** Office of Science

Co-Coach Information

Dashboard / Co-Coach Information

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

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Yes No

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First Name

Middle Name Optional

Last Name

Preferred First Name for Name Badge

Is the co-coach an employee of the school being represented by the team? Yes No

Note: Co-Coaches may be requested to show their school identification cards at the regional or national events.

Email Address

Confirm Email Address

Note: When you save this page, the co-coach will receive an email invitation to create their own account and provide additional information.

Preregistration – School Information

After the coach and co-coach information has been completed, you can now begin preregistering your school(s).

Logout



Middle School Information

Dashboard / Middle School Information

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

Would you like to preregister a school for a Middle School regional event?

Note: You must preregister a school for either a middle school or high school regional event. You may also preregister schools for both.

Yes No

Save

Cancel

Logout



Middle School Information

Dashboard / Middle School Information

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

Would you like to preregister a school for a Middle School regional event?

Note: You must preregister a school for either a middle school or high school regional event. You may also preregister schools for both.

Yes No

School Zip Code

Search

(xxxxx)

Name of School Entering Event

[Privacy / Security](#) [Accessibility](#)



Middle School Information

[Dashboard](#) / Middle School Information

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

Would you like to preregister a school for a Middle School regional event?

Note: You must preregister a school for either a middle school or high school regional event. You may also preregister schools for both.

Yes No

[New School Search](#)

Name of School Entering Event

Address Line 1

No Post Office boxes, please

Address Line 2 Optional

City

State

School Zip Code

(xxxxx-xxxx)

School Phone

(xxx-xxx-xxxx)

School Web Site Optional

[+ Add Social Media Site](#)

Principal First Name

Principal Last Name

Principal Email Address

Please select the option that best describes your school.

Middle School Event for which you are registering

Special requests or notes regarding team members (Optional)

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Current Character Count [0] (max: 1500)

Preregistration – Eligibility Requirements

The next step of the preregistration is to read and agree to follow each section of the eligibility requirements. A sample is below and continued on the next page.

Eligibility Requirements

Dashboard / Eligibility Requirements

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

Please read and indicate your agreement to the following eligibility requirements:

1. Each competing team consists of 4 or 5 student members. To be eligible to compete, a high school student must be enrolled for the current school year in grades 9, 10, 11, or 12 at the team's school, and be born on or after May 4, 2001. To be eligible to compete, a middle school student must be enrolled for the current school year in grades 6, 7, or 8 at the team's school, and be born between September 1, 2005 and April 29, 2011, inclusive. A student is limited to at most 3 years of middle school competition and at most 4 years of high school competition. A student may not compete in both the middle school and high school events in the same year.

The National Science Bowl® is a school-based competition. Teams of home-schooled students will be considered to belong to a school as long as each student can provide one of the following items:

- Dated copy of a letter of intent to homeschool from the parent to the state or county in which the student resides;
- Copy of the current membership ID to a homeschool association; or
- Dated proof of purchase of curriculum for the current academic school year.

All students on a home-schooled team must live within the geographic boundaries of the team's assigned regional event.

All team members must attend the same school. No club teams (community groups, non-school-based teams) will be approved.

2. No school may compete in more than one regional competition. No student may compete on more than one team. Coaches must be approved by the schools their teams represent and must be at least 18 years old. No student or coach may compete in or attend more than one regional competition, except that high school students or coaches may attend middle school competitions and vice versa. Each regional coordinator will determine if more than one team from a middle or high school will be allowed to participate in that regional. No more than 3 teams from one middle or high school may compete in a regional event. If a student attends two schools, such as a neighborhood school and a specialty school, that are both participating in regional Science Bowl competitions, then the student must compete on the neighborhood school's team.

Each school is assigned to a unique regional competition. To advance to the National Finals, a school must participate in its assigned regional event. A school may request to compete in a different regional event than the one to which it is assigned, but such a team will **NOT** qualify for the National Finals if it should win the competition. Instead, the highest placing team that is assigned to the geographic area of the regional event would qualify for the National Finals.

I have read and certify that my team meets these requirements.

3. In order to participate, all students and coaches must have a signed and completed 2021 Media Release and Consent Form on file. Once a team is approved to participate, the coach will be able to upload their completed form and provide email addresses for parents to complete the forms electronically. The coach form can be downloaded here: <https://science.osti.gov/wdts/nsb/Regional-Competitions/Resources/>.

4. If a team registers, is approved, and cancels or withdraws from the competition more than 48 hours before the first round begins, the school will not be penalized. However, if a team cancels within 48 hours of the beginning of the first round of competition or provides no notice of cancellation, the Tournament Director may disqualify the students on the team and/or the school from competing in the 2022 National Science Bowl®.

I have read and certify that my team meets these requirements.

5. The winning team from each qualifying regional competition is eligible to be invited to the National Science Bowl® Finals held in the Washington, DC area on April 29 – May 3, 2021*. In the case that 1) the school of the winning team is not assigned to the geographic area of the regional competition as detailed on the NSB webpage (<https://science.osti.gov/wdts/nsb/Regional-Competitions>) or 2) fewer than 4 players from the first-place team can attend and participate in all National Science Bowl® Finals activities, the invitation will be extended instead to the next highest place team from the geographic area and having at least 4 players who can attend. To be eligible for the National Science Bowl® Finals, a student must have competed at the regional competition on the team that attends the National Science Bowl® Finals. The "traditional" National Science Bowl rules will be in place for an in-person National Finals and will be posted [here](#) in early February 2021.

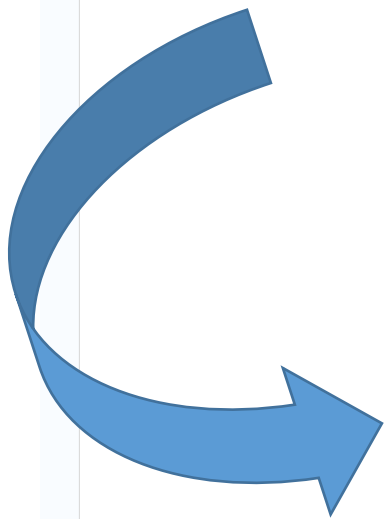
**Please note: Depending upon guidelines from the Centers for Disease Control and Prevention, the state of Maryland, and the District of Columbia, the National Finals may also be a virtual event. The virtual/in-person status will be determined by March 1, 2021.*

If the 2021 National Finals are virtual, middle and high school teams will compete in Preliminary Rounds throughout April 2021. Advancing middle school teams will compete for the National Championship on Saturday, May 8, 2021. Advancing high school teams will compete for the National Championship on Saturday, May 22, 2021.

I have read and certify that my team meets these requirements.

Preregistration – Consent and Release Form

In addition to agreeing to the eligibility requirements, the coaches will also provide consent to participate and for the NSB to use your photos/recordings for publications.



6. If the National Finals is held in-person: By **March 15, 2021**, the winning team's coach is required to inform the National Science Bowl® Coordinator of its availability to participate at the National Science Bowl® Finals. During this time of the school year, students are participating in a variety of activities and academic events that may conflict with their participation in the National Science Bowl® Finals (including, but not limited to, state or national athletic or academic tournaments, proms, International Baccalaureate, Advanced Placement, the USAMO, and SAT exams). In the interest of safety, continuity, and maximizing the educational value of the complete National Science Bowl® Finals experience, the National Science Bowl® requires students and coaches to take part in ALL of its events and activities. Therefore, no waivers will be granted or special arrangements made for students to participate in any conflicting activities or exams. If team members are involved in these pursuits, the students will need to determine which activities or events are in their best interests and make their selections by **March 15, 2021**. All teams must arrive and depart on the designated dates and participate in all events as scheduled throughout the duration of the National Finals. If fewer than 4 students from the invited regional team are able to participate in all activities at all scheduled times, another team from their regional will be invited to replace them. All team members (students and coach) must travel together to and from the National Finals.

I have read and certify that my team meets these requirements.

To promote, evaluate, or otherwise describe the National Science Bowl programs and activities, I give permission to the U.S. Department of Energy, and its agents or contractors, including ORAU, to use in connection with any publication (including but not limited to brochures, booklets, videotapes, reports, press releases, websites, social media, and exhibits) any image or recording in which I appear; to use and cite any comment(s), verbal or written, made by me about the program; and to use my name in connection with any publication and in such manner as determined by the Department.

I hereby release and discharge the U.S. Department of Energy and the United States Government, their officers, agents, servants, and employees, and persons, firms, or corporations contracting with, or acting on behalf of, the Department of Energy or the United States Government, including ORAU, with respect to all activities associated with the 2022 Department of Energy Office of Science Regional and/or National Science Bowl® competitions, as well as their heirs, executors, administrators, successors, or assigns, from any cause of action of any nature whatsoever arising from my participation as a coach, regional coordinator, or volunteer in any and all activities associated with the 2022 Department of Energy Office of Science Regional and/or National Science Bowl® competitions.

I have read and agree to the adult consent release for participation.

Continue

Preregistration Submission

You **MUST** submit your school preregistration before you can begin entering any of your student team members.



Submit Preregistration

Dashboard / Submit Preregistration

PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete = Complete

All required information must be completed before your preregistration may be submitted. Completion of each item is represented by a green checkmark icon (✔) in the menu on the left side of each page.




Submit Preregistration


Team Registration

After the Regional Coordinator has approved your school's preregistration (on or after October 3, 2022), coaches may begin entering student team members' information. See the Page 15 for descriptions of each numbered section.

Mockups Home
Logout



1


Office of Science

Dashboard
Coach Information
Co-Coach Information
Middle School Teams
High School Teams
Eligibility Requirements

{MS/HS} Teams

School Information

School Name: Brentwood Academy 2 [Edit School Information](#)

Event Name: Middle Tennessee Middle School Science Bowl

Note: If you would like to replace the Coach for this school, please submit a request on the [Coach Information](#) screen.

Middle School Teams

Event: Middle Tennessee Middle School Science Bowl 3 [Add Middle School Team](#)

Team	Registration Status	Approval Status	Actions	Submit Team
{Team Name}	{Status}	{Status}	Manage Team <ul style="list-style-type: none"> Edit Registration Rearrange Team Members Edit Team Biography Delete Team 	Submit Team

{Message about team editing deadlines...}

Manage Delegates

Please identify parents or guardians of students on your team to delegate tasks for completion on their NSB website. After you have added delegates, additional actions for collaborating with them will be available in the table below.

[Add Delegate](#)

Student	Delegate	Medical Release Form	Medical Consent Form	Medical Information Form	Media Release Form	Last Emailed	Actions
Alick Lamey	Rosamond Hanssmann	{Status}	{Status}	{Status}	{Status}		Actions
Carlos McAughtrie	Blakeley Klimaszewski	{Status}	{Status}	{Status}	{Status}		Actions
Christabel Dumphries		{Status}	{Status}	{Status}	{Status}		
Francoise Sapir	Ferdinanda Malkin	{Status}	{Status}	{Status}	{Status}		Actions
Ondrea Weddeburn							

Required Forms [Upload Completed Forms](#)

	Coach	Co-Coach	Student 1	Student 2	Student 3	Student 4	Student 5
Form	Ashley Jurovich	Jules Joutapavicius	Alick Lamey	Carlos McAughtrie	Christabel Dumphries	Francoise Sapir	Ondrea Weddeburn
Confidential Adult Medical Form	✓		N/A	N/A	N/A	N/A	
Adult Media Release Form		✓	N/A	N/A	N/A	N/A	
Student Medical Release Form	N/A		✓	✓	✓		
Student Medical Consent Form	N/A			✓			
Student Medical Information Form	N/A		✓	✓			
Parental Consent & Media Release Form	N/A		✓	✓	✓		

5

4

9

6

7

8

1

To see your team(s) or to add a team, click on either “Middle School Teams” or “High School Teams”

2

Click here in case you need to edit the school’s information – particularly if the name/email of the principal changes

3

Click “Add Middle School Team” to create a new team. Coaches must provide the required information for each student – see Page 16 for the required information.

4

This is where you can edit an existing team, move team members from one team to another (see Page 19), edit or submit team members’ biographies (if required), and also delete teams.

5

This section is used for form completion: you must provide a parent/guardian’s name and email address for each student. The parent/guardian will then be sent an electronic (web-based) consent and/or medical form to complete and sign online. Once a delegate submits their form(s), the status of the forms will change to “Needs Review”. The coach must review each form to ensure all information is complete. The coach must either “approve” or “decline” each form and then click “save”.

6

Clicking on the “Actions” link will allow you to edit a parent/guardian’s name and email address and will also provide a link to resend the form to a parent/guardian in case they can’t find the first (or second or third) email you sent them.

7

This section will show you the status of each of the forms required.

8

USE THIS ONLY AS A LAST RESORT! If a parent/guardian cannot complete electronically, you can request a PDF form from your regional coordinator and upload it here. Please note that this process will add several days to your submission timeline. Each uploaded form has to be viewed and approved by the Department of Energy, which may take 1-3 days.

9

After everything is complete, meaning all coaches have been verified, if necessary, and all forms have been submitted and approved, **you must SUBMIT the team**. You have to click the “Submit Team” button to submit. Just because you have completed everything, doesn’t mean that the team has been submitted.

Student Information

The following picture shows the information that will be needed for each student team member.

Mockups Home



Dashboard Coach Information Co-Coach Information Middle School Teams High School Teams Eligibility Requirements

Event: (Event Name)

Team: (Team Name)

Student {n}

TEAM REGISTRATION	
<input checked="" type="checkbox"/>	Student 1
<input type="checkbox"/>	Student 2
<input type="checkbox"/>	Student 3
<input type="checkbox"/>	Student 4
<input type="checkbox"/>	Student 5
<input type="checkbox"/>	Save Team

First Name

Confirm First Name ✕

Last Name

Confirm Last Name ✕

Preferred First Name for Name Badge

Home Zip Code

Grade Level

T-shirt Size (adult men's size)

Gender Male Female Do Not Wish to Provide

Note: Disclosure of gender will be required for students attending the National Finals.

Vegetarian Meal Requested Yes No

Ethnicity

Race American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Do Not Wish To Provide

(Select all that apply)

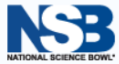
Are you a U.S. Citizen? Yes No

(Optional) **Note:** Disclosure of citizenship will be required for students attending the National Finals.

Birth Date

Continue

As you complete the required information for each student, their names will have a green check to show your progress.



- Dashboard
- Coach Information
- Co-Coach Information
- Middle School Teams
- High School Teams
- Eligibility Requirements

Event: (Event Name) Team: (Team Name)

Save Team

TEAM REGISTRATION	
<input checked="" type="checkbox"/>	Student 1
<input type="checkbox"/>	Student 2
<input type="checkbox"/>	Student 3
<input type="checkbox"/>	Student 4
<input type="checkbox"/>	Student 5
<input type="checkbox"/>	Save Team

Please review the items below before saving this team:

1. A team must have four students in order to participate in the National Science Bowl®. We **strongly encourage** all teams to have five students in case a student becomes ill or is unable to participate at the last minute.
2. If all team members do not meet the (yyyy) Eligibility Requirements, the entire team will be disqualified from the competition.



Save Team



You must click the "SUBMIT TEAM" to register the team

Don't forget to click the SUBMIT button once everything has been completed!

Mockups Home Logout



DashboardCoach InformationCo-Coach InformationMiddle School TeamsHigh School TeamsEligibility Requirements

{MS/HS} Teams

School Information

School Name: Brentwood Academy [Edit School Information](#)

Event Name: Middle Tennessee Middle School Science Bowl

Note: If you would like to replace the Coach for this school, please submit a request on the [Coach Information](#) page.

Team Submission

You may submit this team when the following items have been completed:

- The team must have a minimum of four students.
- All required forms have been submitted (uploaded forms must be approved by an NSB Admin).
- Any coach or co-coach that is a non-school employee has been verified by the school principal.

Team	Registration Status	Approval Status	Actions
{Team Name}	{Status}	{Status}	Manage Team ▼

[Submit Team](#)



(Message about team editing deadlines...)

9

Multiple teams

If you have multiple teams and want to move students from one team to the other AND your Regional Coordinator is still allowing edits to your teams, you can “drag and drop” students by clicking on “Manage Teams” near the 4-circle on page 14.

Mockups Home Logout

  Office of Science

Dashboard | Coach Information | Co-Coach Information | Middle School Teams | **High School Teams** | Eligibility Requirements

Rearrange {MS/HS} Teams

Instructions: Drag and drop students between teams to rearrange team rosters. Each team must have a minimum of four and a maximum of five team members.

Team {n}	Team {n}	Team {n}
↔ Aditya Anandakumar	↔ Ethan Bellcock	↔ Kaneeka Chakraborty
↔ Sriram Birur	↔ Kole Singleton	↔ Shalini Chowdhary
↔ Ishaan Singh	↔ Peyton Pitman	↔ Yahya Younus
↔ Rohan Parekh	↔ Dylon Flikkema	↔ Aarush Gaddi
↔ Nairit Jeethandran		↔ Sohan Jayappa

[Privacy / Security](#) [Accessibility](#)